

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 26, 2002**

AGENDA ITEM NO.: **10**

CONSENT:

REGULAR: **Work Session**

CLOSED SESSION:
(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Human Service Building Progress Report**

RECOMMENDATION: N/A

SUMMARY:

The plans for the renovation of the J.W. Ould Building to house Human Services are on schedule for completion in Spring 2003. Staff will provide a progress report to Council at the March 26 work session. Craddock Cunningham Architectural Partners will also present a rendering of the final design of the addition to the rear of the building.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S):

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ATTACHMENT(S):

Progress Report

REVIEWED BY:

Progress Report

Human Services Building Project (J.W. Ould Renovation) 822 Commerce Street

COMMERCE STREET PARTNERS, LP All of the required legal and financial documents for the closing with First Union were executed by the partnership on December 20, 2001. Officers of the LP are Ed McCann, Diana Trent and Brian Wishneff.

The project budget as presented to Council on December 11, 2001 remains the same.

PROJECT SCHEDULE

A. Architectural & Engineering

- January 8, 2002: presentation to Architectural Review Board
- March 8, 2002: 90% working drawings completed for building permit
- April 10, 2002: 100% working drawings issued
- During renovation and construction, Craddock Cunningham Architectural Partners will provide construction management for the project
- Site Plan: final plan received from Hurt & Proffit

B. Renovation and Construction

- Critical path schedule completed by Jamerson
- March 22, 2002: final cost figures from Jamerson
- Estimated start dates:
 - March 2002: interior renovation
 - June 2002: construction of addition
- March 2003: estimated project completion date

PROJECT MANAGEMENT

A. Construction / Renovation

Mary Jane Russell assumed the duties of Project Manager for the construction / renovation, effective March 2002. A Project Team was formed that meets weekly with Mary Jane and includes Human Services staff, Craddock Cunningham, Jamerson and other stakeholders as needed.

Ed Tomlinson provides on-site inspection services on behalf of the City.

B. Financial / Operational

Weekly meetings are held within Human Services to address operational issues including coordination with the LP, budget issues, building safety & security, technology, telephone system selection, the specification and purchase of furniture and equipment, facility management and other related matters.

A request will be presented to Council in April for a \$65,176 appropriation (fully reimbursable) to purchase some furniture and equipment for the new site using state funding available in FY 2002.

CURRENT LEASE AT LANGHORNE ROAD

A new lease agreement was executed with Centra Health, the present owner of 2210 Langhorne Road. The term of the lease is March 1, 2002 through April 30, 2003. The lease rate increased by \$. 50 per square foot (psf) for a total of \$24,000 annually. This increase is included in the proposed FY 2003 budget.